



BOOK
ALERT

an *annotated* listing of recently published,
work related reading for City of Tempe employees ...

* If you have requests, comments or suggestions, I can be reached at ext. 5511 or by email at Curt_Peterson@tempe.gov

BASIC EMPLOYEE SKILLS

- 650.1 Nelson, Bob
N424P **Please Don't Just Do What I Tell You! Do What Needs to Be Done: Every Employee's Guide to Making Work More Rewarding.** Hyperion, 2001. *Unless, of course, what needs to be done is exactly what you were told to do, in which case you would simply do it. Provided, of course, that your observation that what needs to be done and what you were told to do are one and the same is accurate. However...*
- 640 Marilyn, Paul
P324I **It's Hard to Make a Difference when You Can't Find Your Keys: The Seven-Step Path to Becoming Truly Organized.** Viking Compass, 2003. *It's simple. You see - first you learn to find your keys, then your wallet or purse, then your glasses, then your watch, then your shoes, then all those important scraps of paper with notes written on them, and then finally your life just falls into place.*
- 158.2 Paterson, Randy J.
P297A **The Assertiveness Workbook: How to Express Your Ideas and Stand Up for Yourself at Work and in Relationships.** New Harbinger Pub. Inc., 2000. *You might also try eliminating milk toast from your diet.*
- 658.4092 Useem, Michael
V847L **Leading Up: How to Lead Your Boss so You Both Win.** Crown Business, 2001. *What is really important to remember is not to offer any solutions, advice, or suggestions that have angles less than 45 degrees.*

COMMUNICATION

- 650.13 Boothman, Nicholas
B725H **How to Connect in Business in 90 Seconds or Less.** Workman Pub., 2002. *Just remember before you start to ask if you could have just a minute and a half of their time.*
- 808.0666 Lindsell-Roberts, Sheryl
L751T **Technical Writing for Dummies.** Hungry Minds Inc., 2001. *I do okay until I have to reference something that is contained in a spec. I mean even with a magnifying glass I can barely find one, let alone see what is inside.*

MANAGEMENT

- 658.4
A161I Abrashoff, Michael
It's Your Ship: Management Techniques from the Best Damn Ship in the Navy. Warner Books, 2002. *This is perfect if you want to try floating some new ideas.*
- 362.18068
A917M Auerbach, Paul S.
Management Lessons from the E R: Prescriptions for Success in Your Business. The Free Press, 2002. *When you see that bad decision coming back to you on a stretcher, you should at least be able to give it an I V.*
- 658.311
C444F Chambers, Harry E.
Finding, Hiring, and Keeping Peak Performers: Every Manager's Guide. Perseus Pub., 2001. *First of all you are going to have to allow them more time just to climb into their desk and then ...*
- 658.404
F621W Flicker, Barry
Working at Warp Speed: The New Rules for Project Success in a Sped-Up World. Berrett-Koehler Pub. Inc., 2001. *If you want to slow down the process and improve the quality and results of your work projects, your first step should be the elimination of any dilithium crystals.*
- 650.13
M453W Maurer, Rick
Why Don't You Want What I Want? How to Win Support for Your Ideas Without Hard Sell, Manipulation, or Power Plays. Bard Pr., 2002. *What they fail to mention is the brain washing detergent - and that can get expensive.*
- 658.406
M929C Mourier, Pierre and Martin Smith
Conquering Organizational Change: How to Succeed Where Most Companies Fail. CEP Pr., 2001. *The problem is usually in not providing a sufficient amount of detour signs.*
- 658.409
M953H Muirhead, Brian K. and William Simon
High Velocity Leadership: The Mars Pathfinder Approach of Faster, Better, Cheaper. HarperBusiness, 1999. *It's really hard to miss the thrust of this book.*
- 658.403
S454G Seglin, Jeffrey L.
The Good, the Bad, and Your Business: Choosing Right when Ethical Dilemmas Pull You Apart. John Wiley and Sons, Inc., 2000. *Don't just follow any fast-talking little red guy - especially if he has pointed ears or is carrying any kind of sharp earth - tilling implement.*
- 658
W619P Whitney, John O. and Tina Packer
Power Plays: Shakespeare's Lessons in Leadership and Management. Simon and Schuster, 2000. *See you in the bardroom.*

SPECIFIC EMPLOYEE SKILLS

651.3741
F282W Fay, George - Anne
 Will the Real Boss Please Stand Up? Taking your Administrative Career to the Next Level. AMACOM, 1998. *We'll keep 'em propped up for you while you're busy - but hurry up!*

WORK ENVIRONMENT

658.314
G196T Gandy, Dottie Bruce
 30 Days to a Happy Employee: How a Simple Program of Acknowledgment Can Build Trust and Loyalty at Work. Simon and Schuster Inc., 2001. *Minor levels of increased satisfaction have been measured in as little as 48 hours. Common side effects include loss of frowning and grumpiness and a decrease in cynicism and irritability. May not be suitable however for the incorrigibly malcontent and misanthropic.*

650.1
M214F Maher, Barry
 Filling the Glass: The Skeptic's Guide to Positive Thinking in Business. Dearborn Tr., 2001. *I'm not sure I understand the physics of this but it has something to do with adding a grain of salt.*

658.041
H698W Oberlin, Loriann Hoff
 Working at Home: While the Kids Are There, Too. Career Pr., 1997. *(Destroying the house) - hope you have your home office door properly barricaded.*

170.44
S529C Shapiro, David A.
 Choosing the Right Thing to Do: In Life, at Work, in Relationships, and for the Planet. Berrett-Koehler Pub. Inc., 1999. *Once your conscience is completely clean, you'll only have to give it an occasional dusting.*